

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SECRETARY II
(BAY AREA NORTHERN COASTAL REGIONAL OFFICE)

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 2823

OVERVIEW

The Judicial Council of California, Administrative Office of the Courts (AOC) is accepting applications for the position of Secretary II in the Office of the General Counsel. The position is located in our Bay Area/Northern Coastal Regional Office in San Francisco. The successful candidate should possess solid secretarial skills and be able to establish and maintain effective working relationships.

DEPARTMENT STATEMENT

The Bay Area/Northern Coastal Regional Office (BANCRO) provides timely and relevant technical assistance to the trial courts within the region through experienced and respected personnel whose primary role is to partner with the trial courts in assessing problems, challenges and opportunities.

RESPONSIBILITIES

- Provide support services to several attorneys on a daily basis;
- Produce a variety of documents, respond to telephone inquiries and maintain files;
- Review finished materials for compliance with the AOC's style guides and manuals;
- Schedule meetings and handle reservations and travel arrangements;
- Process time sheets, expense reports, and other forms for attorneys;
- Receive, sort, and distribute mail and packages; and
- Perform other duties as assigned.

QUALIFICATIONS

Equivalent to graduation from high school and two years of secretarial experience.

OR

One year as a Secretary I with the judicial branch.

- Excellent oral and written communication skills;
- Intermediate level computer and software skills;
- Ability to be a self-starter;
- Ability to prioritize and collaborate with a team; and
- Ability to type 55 words or more per minute.

Due to the nature of the assignment, the position may require some statewide overnight travel and compensated evening and weekend assignments.

In addition, desirable qualifications include:

- Experience with tables, track changes, mail merge, and styles in Microsoft Word 2000 and/or 2003;
- Experience with spreadsheets (preferably Excel), presentations (preferably PowerPoint), shared calendars (preferably Outlook), and database management (preferably Access);
- Ability to work in a fast-paced environment and adapt to frequent changes;
- Knowledge of legal terminology and legal resources; and
- Strong file management and organization skills.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply immediately, however, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req #2823, Secretary II. This position requires the submission of our official application and response to the supplemental questions.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS

SALARY RANGE

\$3,545 - \$4,310 per month

(Starting salary may vary between \$3,545 and \$3,722 per month)

Some of our highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401 (k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
Secretary II (BANCRO)
(Job Req. #2823)**

To better assess the qualifications of each applicant, please respond to the following questions. Please indicate for which employer you performed these functions.

1. Describe your experience prioritizing work (e.g., when given multiple assignments that have the same deadline).

2. Describe your experience working on a team in order to complete a project (e.g., a large or time-sensitive assignment).

3. Describe your experience, if any, using tables, track changes, mail merge, and styles in Microsoft Word 2000 and/or 2003.

4. Describe your experience utilizing software for tasks such as spreadsheets, presentations, shared calendars, and/or database management.

5. Describe your knowledge, if any, regarding legal terminology and legal resources.